

OFFICE OF THE STATE CONTROLLER
STATE MANDATED COSTS CLAIMING INSTRUCTIONS NO. 2012-24
PUPIL EXPULSIONS II, PUPIL SUSPENSIONS II, AND EDUCATIONAL SERVICES
PLAN FOR EXPELLED PUPILS

JUNE 19, 2012

REVISED NOVEMBER 19, 2012

In accordance with Government Code (GC) sections 17560 and 17561, eligible claimants may submit claims to the State Controller's Office (SCO) for reimbursement of costs incurred for state-mandated cost programs. This document contains claiming instructions and forms that eligible claimants must use for filing claims for the Pupil Expulsions II, Pupil Suspensions II, and Educational Services Plan for Expelled Pupils (PESE) program. The Parameters and Guidelines (P's & G's) are included as an integral part of the claiming instructions.

On August 1, 2008, the Commission on State Mandates (CSM) adopted a Statement of Decision finding that the test claim legislation imposes a partially reimbursable state-mandated program on school districts within the meaning of article XIII B, section 6 of the California Constitution and GC section 17514.

On October 27, 2011, the CSM adopted six sets of P's & G's for the PESE program. This is the fifth in the set of six. Each subsequent set of P's & G's adds activities that correspond to the statutes with later operative dates.

The suspension and expulsion procedures and post-expulsion requirements were originally found to impose reimbursable state-mandated costs for possession of a firearm in decisions on Pupil Suspensions, Expulsions, and Expulsions Appeals (PSEA) program.

These P's and G's address the costs incurred to perform the new activities mandated by Education Code (EC) sections 48900.08, 48915, 48915.2, 48916, 48916.1, 48918, 48918.5, 48923 and 48926 and cover new offenses added to the EC that trigger existing mandatory suspension and expulsion procedures and post-expulsion requirements that increased the level of service provided by school districts during the first through seventeenth years of the period of reimbursement for this claim (fiscal years 1995-1996 through 2011-2012).

Beginning in fiscal year 2012-2013, and each year thereafter, all reimbursable activities from the original PSEA program are consolidated with the PESE program and are claimable under the sixth set of P's & G's.

Exception

There will be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

Eligible Claimants

With the exception of community colleges, any school district, as defined in GC section 17519, that incurs increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

Reimbursement Claim Deadline

Claims for the **2011-2012** fiscal year may be filed by **February 15, 2013**, without a late penalty. **Claims filed more than one year after the filing date will not be accepted.**

Penalty

- **Initial Claims**

When filed within one year of the initial filing deadline, claims are assessed a late penalty of 10% of the total amount of the initial claim without limitation pursuant to GC section 17561, subdivision (d)(3).

- **Annual Reimbursement Claim**

When filed within one year of the annual filing deadline, claims are assessed a late penalty of 10% of the claim amount; \$10,000 maximum penalty, pursuant to GC section 17568.

Minimum Claim Cost

GC section 17564, subdivision (a) provides that no claim may be filed pursuant to Sections 17551 and 17561, unless such a claim exceeds one thousand dollars (**\$1,000**), provided that a county superintendent of schools may submit a combined claim on behalf of school districts within their county if the combined claim exceeds **\$1,000**, even if the individual school district's claim does not each exceed **\$1,000**. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement will be allowed except as otherwise allowed by GC section 17564. The county superintendent of schools will determine if the submission of the combined claim is economically feasible and be responsible for disbursing the funds to each school district. These combined claims may be filed only when the county superintendent of schools is the fiscal agent for the districts. A combined claim must show the individual claim costs for each eligible school district. All subsequent claims based upon the same mandate will only be filed in the combined form unless a school district provides a written notice of its intent to file a separate claim to the county superintendent of schools and to the SCO at least 180 days prior to the deadline for filing the claim.

Reimbursement of Claims

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed. These costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5.

Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, these documents cannot be substituted for source documents.

Audit of Costs

All claims submitted to the SCO are subject to review to determine if costs are related to the mandate, are reasonable and not excessive, and if the claim was prepared in accordance with the SCO's claiming instructions and the P's & G's adopted by the CSM. If any adjustments are made to a claim, the claimant will be notified of the amount adjusted, and the reason for the adjustment.

On-site audits will be conducted by the SCO as deemed necessary. Pursuant to GC section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a claimant is subject to audit by the SCO no later than three years after the date the actual reimbursement claim was filed or last amended, whichever is later. However, if no funds were appropriated or no payment was made to a claimant for the program for the fiscal year for which the claim was filed, the time for the SCO to initiate an audit will commence to run from the date of initial payment of the claim.

All documents used to support the reimbursable activities must be retained during the period subject to audit. If an audit has been initiated by the SCO during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings. Supporting documents must be made available to the SCO on request.

Record Retention

All documentation to support actual costs claimed must be retained for a period of three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated or no payment was made at the time the claim was filed, the time for the Controller to initiate an audit will be from the date of initial payment of the claim. Therefore, all documentation to support actual costs claimed must be retained for the same period, and must be made available to the SCO on request.

Claim Submission

Submit a signed original Form FAM-27 and one copy with required documents. **Please sign the FORM FAM-27 in blue ink and attach the copy to the top of the claim package.**

Mandated costs claiming instructions and forms are available online at the SCO's website: **www.sco.ca.gov/ard_mancost.html**.

Use the following mailing addresses:

If delivered by
U.S. Postal Service:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250

If delivered by
other delivery services:

Office of the State Controller
Attn: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 700
Sacramento, CA 95816

If you have any questions, you may e-mail **LRSDAR@sco.ca.gov** or call the Local Reimbursements Section at (916) 324-5729.

PARAMETERS AND GUIDELINES

PUPIL EXPULSIONS II (96-358-03, 03A, 98-TC-22, 01-TC-18)

PUPIL SUSPENSIONS II (98-TC-23)

EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS (97-TC-09)

Education Code Sections 48900.8, 48915, 48915.2, 48916, 48916.1, 48918, 48918.5, 48923, 48926

As Amended by Statutes 1995, Chapters 972 and 974

Statutes 1996, Chapters 915 and 937, 1052, Statutes 1997, Chapter 637,

Statutes 1998, Chapter 498, Statutes 1999, Chapter 332, Statutes 2000, Chapter 147.

Statutes 2001, Chapter 116

Period of Reimbursement: July 1, 2001 through June 30, 2012

I. SUMMARY OF THE MANDATE

These parameters and guidelines are the fifth in a set of six for the *Pupil Suspensions II*, *Pupil Expulsions II*, and *Educational Services Plan for Expelled Pupils* test claims identified in the caption above. These parameters and guidelines address the costs incurred to perform the new activities mandated by Education Code sections shown in the caption above, and cover new offenses added to the Education Code that trigger existing mandatory suspension and expulsion procedures and post-expulsion requirements that increased the level of service provided by school districts during the first through seventeenth years of the period of reimbursement for this claim (fiscal year 1995-1996 through fiscal year 2011-2012).

The suspension and expulsion procedures and post-expulsion requirements were originally found to impose reimbursable state-mandated costs for possession of a firearm in decisions on *Pupil Suspensions from School*, *Pupil Expulsion from School*, and *Pupil Expulsion Appeals* (CSM-4456, 4455, 4463) which address the program required by statutes enacted from 1975 - 1994. The consolidated test claim for *Pupil Suspensions II*, *Pupil Expulsions II*, and *Educational Services Plan for Expelled Pupils* addresses new statutory requirements added from 1995 to 2002.

In addition to the activities eligible for reimbursement under these parameters and guidelines, each subsequent set of parameters and guidelines for *Pupil Suspensions II*, *Pupil Expulsions II*, and *Educational Services Plan for Expelled Pupils* adds activities that correspond to the statutes with later operative dates that were determined by the Commission to impose reimbursable state-mandated activities on school districts.

The six sets of parameters and guidelines that have been adopted for *Pupil Suspensions II*, *Pupil Expulsions II*, and *Educational Services Plan for Expelled Pupils* are summarized in the table below:

<u>Parameters and Guidelines</u>	<u>Period of Reimbursement</u>	<u>Statutes Approved</u>
Set 1	July 1, 1995 - June 30, 1996	§ 48915, as amended by Statutes 1995, chapter 972, and activities triggered by the new offenses added to section 48915.
Set 2	July 1, 1996 - June 30, 1997	§§ 48915.2, 48916, 48916.1, 48918, 48918.5, 48926, as amended by Statutes 1995, chapter 874, Statutes 1996, chapters 915, 937, 1052.
Set 3 –	July 1, 1997 – June 30, 1999	§§ 48900.8, 48918, as amended by Statutes 1997, chapter 637, Statutes 1998, chapter 498.
Set 4	July 1, 1999 – June 30, 2001	§§ 48918, 48923, as amended by Statutes 1999, chapter 332, Statutes 2000, chapter 147.
Set 5 – current document	July 1, 2001 – June 30, 2012	§ 48915, Statutes 2001, chapter 116.
Set 6	July 1, 2012 –	All statutes, consolidated with <i>Pupil Suspension from School</i> , <i>Pupil Expulsion from School</i> , and <i>Pupil Expulsion Appeals</i> (CSM-4456, 4455, 4463).

Beginning in fiscal year 2012-2013, and each year thereafter, all reimbursable activities from the original program in *Pupil Suspension from School*, *Pupil Expulsion from School*, and *Pupil Expulsion Appeals* (CSM-4456, 4455, 4463) are consolidated with *Pupil Suspensions II*, *Pupil Expulsions II*, and *Educational Services Plan for Expelled Pupils* and are claimable under the sixth set of parameters and guidelines. The costs incurred under *Pupil Suspensions*, *Pupil Expulsions*, and *Pupil Expulsion Appeals* (CSM-4456, 4455, 4463) until June 30, 2012 remain reimbursable under their existing parameters and guidelines and State Controller’s Claiming Instructions for Programs 176 to 271.

The statement of decision on *Pupil Expulsions II*, *Pupil Suspensions II*, and *Educational Services Plan for Expelled Pupils* was adopted on August 1, 2008, and was issued in May 2011. The Commission found that the test claim statutes impose a partially reimbursable state-mandated program on school districts within the meaning of article XIII B, section 6 of the California Constitution and Government Code section 17514.

The Commission approved the consolidated test claim for the following reimbursable activities, beginning January 1, 1996:

- a. For the principal or superintendent to immediately suspend, pursuant to section 48911,¹ and recommend expulsion, and for the governing board to order expulsion for:
 1. A pupil who brandishes a knife at another person (§ 48915 (c)(2), Stats. 1995 ch. 972);
 2. A pupil who sells or furnishes a firearm unless the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal (§ 48915 (c)(1) and (d), Stats. 1995, ch. 972);
 3. A pupil's first offense of a sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis (§ 48915 (c)(3), Stats. 1995 ch. 972).

For the principal or superintendent to immediately suspend, pursuant to section 48911, and for the governing board to order expulsion, for a pupil who sells a controlled substance, as defined (§ 48915 (c)(3), Stats. 1995 ch. 972).

- b. For the school to perform the following suspension procedures² for the offenses listed in (a) and (b) above:
 1. Precede the suspension with an informal conference conducted by the principal or the principal's designee or the superintendent of schools between the pupil and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal, the principal's designee, or the superintendent of schools. Inform the pupil of the reason for the disciplinary action and the evidence against him or her and give the pupil the opportunity to present his or her version and evidence in his or her defense. (§ 48911 (b).)
 2. At the time of the suspension, a school employee shall make a reasonable effort to contact the pupil's parent or guardian in person or by telephone. Whenever the pupil is suspended from school, the parent or guardian shall be notified in writing of the suspension. (§ 48911 (d).)

¹ All statutory references are to the Education Code unless otherwise indicated.

² These offenses also trigger the expulsion procedures identified in the *Pupil Expulsions from School* (CSM-4455) test claim.

3. A school employee shall report the suspension of the pupil including the cause therefore, to the governing board of the school district or to the school district superintendent in accordance with the regulations of the governing board. (§ 48911 (e).)
- c. For the principal or superintendent of schools to recommend expelling a pupil for possession of a controlled substance, as defined (except for the first offense of possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis) (§ 48915 (a)(3), Stats. 1995, ch. 972). The section 48918 expulsion hearing procedures are part of this activity.
- d. For the governing board to refer a pupil expelled for any of the most serious offenses (in § 48915 (c)) to a program of study that meets the following criteria: (1) is appropriately prepared to accommodate pupils who exhibit discipline problems; (2) is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school; and (3) is not housed at the schoolsite attended by the pupil at the time of suspension (§ 48915 (d), Stats. 1995, ch. 972).

The Commission also approved the consolidated test claim for the following reimbursable activities, beginning July 1, 1996:

- a. For the superintendent of schools (or designee) to provide notice to a pupil expelled for any of the most serious offenses (in § 48915 (c)), of the education alternative placement to the pupil's parent or guardian at the time of the expulsion order. (§ 48918 (j), Stats. 1995, ch. 974.)
- b. For the governing board to amend its expulsion rules and regulations to provide for issuing subpoenas, as specified in subdivision (i) of section 48918. This is a one-time activity. (§ 48918 (i), Stats. 1995, ch. 974, §§ 7.5 & 10.)
- c. If the county superintendent of schools develops a plan for providing education services to all expelled pupils in the county, for school district governing boards to adopt the plan. (§ 48926, Stats. 1995, ch. 974.)
- d. Ensure that an educational program is provided to the pupil expelled for any of the most serious offenses in subdivision (c) of section 48915. The program must conform to the specifications in section 48916.1. (§ 48916.1, Stats. 1995, ch. 974.)
- e. Recommend a rehabilitation plan to a pupil at the time of the expulsion order (§ 48916 (b), Stats. 1995, ch. 974) when a pupil is expelled for any of the most serious offenses listed in subdivision (c) of section 48915.
- f. For the one-time activity of adopting rules and regulations to establish the process for the required review of all expelled pupils for readmission. (§ 48916 (c), Stats. 1995, ch. 974.)

- g. Perform the following activities when the governing board orders the pupil expelled for any of the most serious mandatory expulsion offenses (in § 48915 (c)). (§ 48916, Stats. 1995, ch. 974.):
1. Review the pupil for readmission. (§ 48916 (a).)
 2. Order the expelled pupil's readmission or make a finding to deny readmission if "the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or to other pupils or employees of the school district." (§ 48916 (c).)
 3. If readmission is denied, for the governing board to make the determination to either continue the placement of the expelled pupil in the alternative education program, or to place the pupil in another program that may include, but need not be limited to, serving expelled pupils, including placement in a county community school. (§ 48916 (d).)
 4. If readmission is denied, the governing board shall provide written notice to the expelled pupil and the pupil's parent or guardian describing the reasons for denying readmission to the regular school program. The written notice shall include the determination of the education program for the expelled pupil. (§ 48916 (e).)
- h. Before allowing the expelled pupil to enroll in a school district that did not expel the pupil, for the receiving district's governing board to determine, pursuant to a hearing under Section 48918, whether an individual expelled from another school district for the offenses listed below poses a danger to either the pupils or employees of the school district. (§ 48915.2 (b), Stats. 1995, ch. 974.) This activity is only reimbursable for determinations of applicants who have been expelled by a district that has not entered into a voluntary interdistrict transfer agreement with the receiving district:
1. Unlawful possession of any controlled substance [as specified] ... including the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (§ 48915 (a)(3).)
 2. Possessing, selling, or otherwise furnishing a firearm ... [without permission as specified]. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. (§ 48915 (c)(1).)
 3. Brandishing a knife at another person. (§ 48915 (c)(2).)
 4. Committing or attempting to commit a sexual assault, as defined, or committing a sexual battery, as defined. (§ 48900 (n) & 48915 (c)(4) & (d), Stats. 1996, chs. 915 and 1052, operative Jan. 1, 1997.)

From July 1, 1996 until September 25, 1996, for school districts to maintain outcome data, as specified, for pupils expelled for the most serious offenses in subdivision (c) of section 48915. (§ 48916.1, Stats. 1995, ch. 974.)

Beginning September 26, 1996, for the school district to maintain data on the following and report it to the California Department of Education (CDE) for pupils expelled for the most serious offenses in section 48915, subdivision (c): (1) Whether the expulsion order was suspended; (2) The type of referral made after the expulsion; and (3) The disposition of the pupil after the end of the period of expulsion. (§ 48916.1 (e), Stats. 1996, ch. 937.)

Beginning September 26, 1996 until January 7, 2002, for school districts to maintain data on the following and report it to CDE for pupils expelled for the most serious offenses in section 48915, subdivision (c): (1) The number of pupils recommended for expulsion; (2) The grounds for each recommended expulsion; (3) Whether the pupil was subsequently expelled; (4) Whether the expulsion order was suspended; (5) The type of referral made after the expulsion; and (6) The disposition of the pupil after the end of the period of expulsion. (§ 48916.1 (e), Stats. 1996, ch. 937.)

The Commission also approved the consolidated test claim for the following reimbursable activities, beginning January 1, 1997:

- a. Amend the school district's rules and regulations, as specified, to include procedures that apply when there is a recommendation to expel a pupil based on an allegation of sexual assault or attempted sexual assault, or sexual battery, as defined in subdivision (n) of section 48900. (§ 48918 (b) & 48918.5, Stats. 1996, ch. 915, one-time costs.)
- b. For the principal or superintendent to suspend, pursuant to section 48911, and recommend expulsion, and for the governing board to order expulsion for pupils who commit or attempt to commit a sexual assault or sexual battery as defined. (§ 48915 (c)(4), Stats. 1996, ch. 1052.) The section 48911 suspension procedures and section 48918 expulsion hearing procedures are part of this activity.
- c. For the principal or superintendent to recommend expelling a pupil for assault or battery on any school employee. (§ 48915 (a)(5), Stats. 1996, chs. 915 & 1052.) The expulsion hearing procedures in section 48918 are part of this activity.
- d. For school districts to follow specified procedures when a pupil is recommended for an expulsion involving allegations of sexual assault or attempted sexual assault, as defined, or sexual battery, as defined in section 48900, subdivision (n). (§ 48918 and 48918.5, Stats. 1996, ch. 915.)

Beginning January 1, 1998, for school districts to identify by offense, in all appropriate official records of a pupil, each suspension of that pupil for any of the most serious mandatory offenses in section 48915, subdivision (c). (§ 48900.8, Stats. 1997, ch. 637.)

Beginning January 1, 1999, for the school district to amend its expulsion rules and regulations as follows:

If compliance by the governing board with the time requirements for the conduct of an expulsion hearing under subdivision (a) of section 48918 is impracticable due to a summer recess of governing board meetings of more than two weeks, the days during the

recess period shall not be counted as schooldays in meeting the time requirements. The days not counted as schooldays in meeting the time requirements for an expulsion hearing because of a summer recess of governing board meetings shall not exceed 20 schooldays, as defined in subdivision (c) of Section 48915, and unless the pupil requests in writing that the expulsion hearing be postponed, the hearing shall be held no later than 20 calendar days prior to the first day of school for the school year. (§ 48918 (a), Stats. 1998, ch. 489.)

Beginning January 1, 2000:

For school districts to perform the following one-time activities: (1) updating the school district rules and regulations on notification to the pupil regarding the opportunity to be represented by legal counsel or a nonattorney adviser, and (2) revising the pupil notification to include the right to be represented by legal counsel or a nonattorney advisor. (§ 48918 (b)(5), Stats. 1999, ch. 332). These activities are reimbursable when the pupil commits any of the offenses specified in subdivisions (a) or (c) of section 48915.

Beginning January 1, 2001:

For a county board of education to remand an expulsion matter to a school district for adoption of the required findings if the school district's decision is not supported by the findings required by section 48915, but evidence supporting the required findings exists in the record of the proceedings. (§ 48923, subdivision (b), Stats. 2000, ch. 147.) This activity is reimbursable for an expulsion for any reason.

For a school district, when adopting the required findings on remand from the county board of education, to: (1) take final action on the expulsion in a public session (not hold another hearing) and; (2) provide notice to the pupil or the pupil's parent or guardian of the following: the expulsion decision, the right to appeal to the county board, the education alternative placement to be provided during the expulsion, and the obligation of the parent or guardian to inform a new school district in which the pupil may enroll of the pupil's expulsion (§ 48918 (j)); and (3) maintain a record of each expulsion and the cause therefor. (§ 48918 (k)). (§ 48923 (b), Stats. 2000, ch. 147.) This activity is only reimbursable when the district governing board orders the pupil expelled for any of the most serious mandatory expulsion offenses. (listed in § 48915 (c).)

Beginning January 1, 2002:

- For a principal or superintendent to immediately suspend, pursuant to section 48911, a pupil who possesses an explosive at school or at a school activity off school grounds. (§ 48915 (c) & (d), Stats. 2001, ch. 116.) The section 48911 suspension procedures are part of this activity.

For purposes of consistency, these parameters and guidelines continue to include the reasonable reimbursement methodology (RRM) adopted by the Commission in the *Pupil Suspensions*, *Pupil Expulsions*, and *Pupil Expulsion Appeals* parameters and guidelines (CSM-4456, 4455, 4463) for

the reimbursement of the direct and indirect expulsion hearing costs incurred by a school district.

II. ELIGIBLE CLAIMANTS

Any “school district,” as defined in Government Code section 17519, except for community colleges, which incurs increased costs as a result of this mandate is eligible to claim reimbursement. This includes county offices of education. Charter schools are not eligible claimants.

III. PERIOD OF REIMBURSEMENT

These parameters and guidelines are for the period of reimbursement from July 1, 2001 through June 30, 2012. However, activities claimed under Statutes 2001, chapter 116, are reimbursable beginning January 1, 2002. Reimbursement for state-mandated costs may be claimed as follows:

1. Costs for one fiscal year shall be included in each claim.
2. All claims for reimbursement of initial fiscal year costs shall be submitted to the State Controller within 120 days of the issuance date for the claiming instructions. (Gov. Code, § 17561. (d)(1)(A).)
3. A school district may, by February 15 following the fiscal year in which costs were incurred, file an annual reimbursement claim that details the costs actually incurred for that fiscal year. (Gov. Code, § 17560 (a).)
4. In the event revised claiming instructions are issued by the Controller pursuant to Government Code section 17558, subdivision (c), between November 15 and February 15, a school district filing an annual reimbursement claim shall have 120 days following the issuance date of the revised claiming instructions to file a claim. (Gov. Code, § 17560 (b).)
5. If the total costs for a given fiscal year do not exceed \$1,000, no reimbursement shall be allowed except as otherwise allowed by Government Code section 17564, subdivision (a).
6. There shall be no reimbursement for any period in which the Legislature has suspended the operation of a mandate pursuant to state law.

IV. REIMBURSABLE ACTIVITIES

To be eligible for mandated cost reimbursement for any fiscal year, only actual costs may be claimed except as specified in Section IV.D.3. Costs incurred for the expulsion hearing procedures in Section IV.D.3. may be claimed by using the reasonable reimbursement methodology (RRM) described in Section VI of these parameters and guidelines.

Actual costs are those costs actually incurred to implement the mandated activities. Actual costs must be traceable and supported by source documents that show the validity of such costs, when they were incurred, and their relationship to the reimbursable activities. A source document is a document created at or near the same time the actual cost was incurred for the event or activity in question. Source documents may include, but are not limited to, employee time records or time logs, sign-in sheets, invoices, and receipts.

Evidence corroborating the source documents may include, but is not limited to, worksheets, cost allocation reports (system generated), purchase orders, contracts, agendas, training packets, and declarations. Declarations must include a certification or declaration stating, "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct," and must further comply with the requirements of Code of Civil Procedure section 2015.5. Evidence corroborating the source documents may include data relevant to the reimbursable activities otherwise in compliance with local, state, and federal government requirements. However, corroborating documents cannot be substituted for source documents.

The claimant may claim and be reimbursed for increased costs of performing the following reimbursable activities:

A. ONE-TIME ACTIVITIES TO ADOPT POLICIES, PROCEDURES AND REVISE NOTIFICATION

The following one-time activities are reimbursable only to the extent they have not been claimed in a prior fiscal year under one of the sets of parameters and guidelines adopted for the *Pupil Suspensions II*, *Pupil Expulsions II*, and *Educational Services Plan for Expelled Pupils* programs.

1. School Districts and County Boards of Education

- (a) Adopt and revise rules and regulations establishing procedures pertaining to pupil expulsions to conform to amendments of section 48915 by Statutes 1995, chapters 972 and 974 (operative July 1, 1996), Statutes 1996, chapters 915 and 1052, Statutes 1998, chapter 489, and Statutes 1999, chapter 332.
- (b) Adopt rules and regulations establishing the procedure for the filing and processing of requests for readmission pursuant to Education Code section 48916, and revise those rules and regulations to conform to the amendments of Statutes 1995, chapter 974, operative July 1, 1996.
- (c) Amend expulsion rules and regulations to provide for issuing subpoenas, as specified in subdivision (i) of section 48918 (Stats. 1995, ch. 974, §§ 7.5 & 10, operative July 1, 1996).
- (d) Adopt rules and regulations establishing the procedures for expelling a pupil based on an allegation of sexual assault or attempted sexual assault, or sexual battery, as defined in subdivision (n) of section 48900. (§§ 48918 (b) & 48918.5, Stats 1996, ch. 915 and ch. 1052, operative Jan. 1, 1997.)
- (e) Adopt rules and regulations establishing the procedures for suspending a pupil who possesses an explosive at school or at a school activity off school grounds. (Statutes 2001, chapter 116.)
- (f) Print and disseminate rules and procedures to each school site.
- (g) Revise the pupil notification to include the right to be represented by legal counsel or a nonattorney advisor in an expulsion hearing. (§ 48918, (b)(5), Stats. 1999, ch. 332.)

2. Education Services Plan for Expelled Pupils

If the county superintendent of schools develops a plan for providing education services to all expelled pupils in the county, for school district governing boards to adopt the plan. (§ 48926, Stats. 1995, ch. 974, operative July 1, 1996.)

THE REMAINING ACTIVITIES (listed in B through L) ARE ON-GOING ACTIVITIES

B. PUPIL SUSPENSIONS

If the immediate suspension is for any of the following offenses:

- Brandishing a knife at another person (§ 48915 (c)(2), Stats. 1995, ch. 972);
- Selling a controlled substance, including the first offense for selling not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, as defined (§ 48915 (c)(3), Stats. 1995 ch. 972);
- Selling or furnishing a firearm, as specified (§ 48915 (c)(1), Stats. 1995, ch. 972);
- Committing or attempting to commit a sexual assault or sexual battery as defined (§ 48915 (c)(4), Stats. 1996, chs. 915 & 1052, operative Jan. 1, 1997);
- Possession of an explosive at school or at a school activity off school grounds (§ 48915 (c)(5), Stats. 2001, ch. 116, eff. Jan. 1, 2002);

Then the following suspension activities pursuant to section 48911 and 48900.8 are reimbursable:

1. Parent Contact

Making a reasonable effort to contact the pupil's parent or guardian in person or by telephone. (§ 48911 (b).)

2. Attendance at Informal Conference

Conducting an informal conference (by the principal or the principal's designee or the superintendent of schools) between the pupil³ and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal, the principal's designee, or the superintendent of schools. Informing the pupil of the reason for the disciplinary action and the evidence against him or her and giving the pupil the opportunity to present his or her version and evidence in his or her defense. (§ 48911 (b).)

³ Pupil is defined to include "a pupil's parent or guardian or legal counsel." (§ 48925 (e).)

3. Written Notice

Notifying the parent or guardian in writing of the suspension whenever the pupil is suspended from school. (§ 48911 (d).)

4. Reporting to the District Office

Reporting the suspension of the pupil including the cause therefor, to the governing board of the school district or to the school district superintendent in accordance with the regulations of the governing board. (§ 48911 (e).)

5. Pupil Records

Identify by offense, in all appropriate official records of a pupil, each suspension of that pupil. (§ 48900.8, Stats. 1997, ch. 637.)

C. RECOMMENDATION FOR EXPULSION

The preparation of the principal's or superintendent's recommendation to expel a pupil for the following offenses:

- Brandishing a knife at another person (§ 48915 (c)(2), Stats. 1995, ch. 972);
- Selling or furnishing a firearm, as specified (§ 48915 (c)(1), Stats. 1995, ch. 972);
- Unlawful possession of a controlled substance, as defined (except for the first offense of possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis) (§ 48915 (a)(3), Stats. 1995, ch. 972);
- The first offense of a sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis (§ 48915 (c)(3), Stats. 1995, ch. 972);
- Committing or attempting to commit a sexual assault or sexual battery as defined in section 48900 (§ 48915 (c)(4), Stats. 1996, chs. 915 & 1052, operative Jan. 1, 1997);
- Assault or battery on any school employee. (§ 48915 (a)(5) Stats. 1996, chs. 915 & 1052, operative Jan. 1, 1997.)

D. EXPULSION HEARING PROCEDURAL REQUIREMENTS

If the expulsion hearing is for any of the following offenses:

- Brandishing a knife at another person (§ 48915 (c)(2), Stats. 1995, ch. 972);
- Selling or furnishing a firearm, as specified (§ 48915 (c)(1), Stats. 1995, ch. 972);
- Unlawful possession of a controlled substance, as defined (except for the first offense of possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis) (§ 48915 (a)(3), Stats. 1995, ch. 972);
- The first offense of a sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis (§ 48915 (c)(3), Stats. 1995, ch. 972);

- Committing or attempting to commit a sexual assault or sexual battery as defined in section 48900 (§ 48915 (c)(4), Stats. 1996, chs. 915 & 1052, operative Jan. 1, 1997);
- Assault or battery on any school employee. (§ 48915 (a)(5) Stats. 1996, chs. 915 & 1052, operative Jan. 1, 1997.)

Then the following activities are reimbursable:

1. Hearing Notice

Including in the notice of hearing to the pupil:

- (a) A copy of the disciplinary rules of the district that relate to the alleged violation;
- (b) A notice of the parent's, guardian's, or pupil's obligation, pursuant to Education Code section 48915.1, subdivision (b), to notify a new school district, upon enrollment, of the pupil's expulsion;
- (c) Notice of the opportunity for the pupil or the pupil's parent or guardian to inspect and obtain copies of all documents to be used at the hearing (§ 48918 (b)); and
- (d) Notice of the opportunity for the pupil or the pupil's parent or guardian to be represented by counsel or by a non-attorney adviser. (§ 48918 (b)(5), Stats. 1999, ch. 332, eff. Jan. 1, 2000.)

2. Document Inspection

Allowing a pupil or pupil's parent or guardian to inspect and obtain copies of documents to be used at the expulsion hearing, as follows:

- (a) If the requesting party is a pupil less than 18 years of age or the parent or guardian of a pupil who is 18 years of age or older, all documents; or
- (b) If the requesting party is the parent or guardian of a pupil under the age of 18, only those documents which are not "education records" as defined in 20 U.S.C. section 1232g(a)(4).⁴ (§ 48918 (b).)

3. Expulsion Hearings: The following activities (3a-3d) are reimbursed based on a uniform cost allowance reasonable reimbursement methodology:

⁴ The Federal Education Rights and Privacy Act of 1974 ("FERPA") defines "education records" as those records, files, documents, and other materials which (i) contain information directly related to a student, and (ii) are maintained by the school district or a person acting for the school district. 20 U.S.C. Section 1232g(a)(4)(B) provides certain exceptions to the general definition (for example, records maintained by a law enforcement unit of a school district that were created by that law enforcement unit for the purpose of law enforcement).

(a) Hearing Preparation

Preparing and reviewing documents to be used during the expulsion hearing.
Arranging hearing dates and assigning panel members and translators as needed.
(§ 48918 (c).)

(b) Expulsion Hearing

The attendance of the review panel and other district employees required to attend the expulsion hearing. (§ 48918 (c).)

(c) Recommendation to the Governing Board

Preparation and submission of the hearing officer or panel's findings of fact based solely on the evidence adduced at the hearing to recommend the expulsion of a pupil to the governing board. (§ 48918 (d) and (f).)

(d) Hearing Record

Maintaining a record of the hearing by any means which would allow for a reasonably accurate and complete written transcript of the proceedings to be made.
(§ 48918 (g).)

E. EXPULSION HEARING PROCEDURES FOR SEXUAL ASSAULT OR SEXUAL BATTERY ALLEGATIONS

When a pupil is recommended for an expulsion involving allegations of sexual assault or attempted sexual assault, as defined, or sexual battery, as defined in section 48900, subdivision (n), the following activities pursuant to sections 48918 and 48918.5 are reimbursable:

1. Advise Against Party Contact

Immediately advise the complaining witnesses and accused pupils to refrain from personal or telephonic contact with each other during the pendency of any expulsion process. (§ 48918.5 (d), Stats. 1996, ch. 915.)

2. Notice to Complaining Witness

(a) Provide the complaining witness with a copy of the applicable disciplinary rules and advise the witness of his or her right to: (1) receive five days' notice of the complaining witness' scheduled testimony at the hearing; (2) have up to two adult support persons of his or her choosing present in the hearing at the time he or she testifies; and (3) have the hearing closed during the time he or she testifies pursuant to subdivision (c) of section 48918. (§ 48918.5 (a), Stats. 1996, ch. 915.)

(b) Give the complaining witness five days' notice prior to being called to testify.
(§ 48918 (b), Stats. 1996, ch. 915.)

3. Complaining Witness Accommodations

- (a) If the hearing is conducted at a public meeting, hear the witness' testimony in a and there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television. (§ 48918 (c), Stats. 1996, ch. 915.)
- (b) Provide a nonthreatening environment for a complaining witness in order to better enable him or her to speak freely and accurately of the experiences that are the subject of the expulsion hearing, and to prevent discouragement of complaints. (§ 48918.5 (c), Stats. 1996, ch. 915.)
- (c) Provide a room separate from the hearing room for the use of the complaining witness prior to and during breaks in testimony. (§ 48918.5 (c), Stats. 1996, ch. 915.)

4. Protocol for Support Persons

- (a) Before the complaining witness' testimony, admonish the witness' support person(s) that the hearing is confidential. (§ 48918 (b), Stats. 1996, ch. 915.)
- (b) Follow the provisions of section 868.5 of the Penal Code at the hearing if the complaining witness has one or more support persons, and one or more of the support persons is also a witness. (§ 48918 (b), Stats. 1996, ch. 915.)⁵

⁵ The section 868.5 procedures include:

- (1) Only one support person may accompany the witness to the witness stand, although the other may remain in the room during the witness' testimony;
- (2) For the prosecution to present evidence that the support person's attendance is both desired by the prosecuting witness for support and will be helpful to the prosecuting witness;
- (3) For the governing board, on the prosecution's showing in (2), to grant the request for the support person unless information presented by the defendant or noticed by the district establishes that the support person's attendance during the testimony of the prosecuting witness would pose a substantial risk of influencing or affecting the content of that testimony;
- (4) The governing board shall inform the support person or persons that the proceedings are confidential and may not be discussed with anyone not in attendance at the proceedings;
- (5) For the governing board to admonish the support person or persons to not prompt, sway, or influence the witness in any way;
- (6) For the testimony of the support person or persons who are also witnesses to be presented before the testimony of the prosecuting witnesses and excluding the prosecuting witnesses from the courtroom during the support person's testimony; and (7) When the evidence given by the support person would be subject to exclusion because it has been given before the corpus delicti (the basic element or fact of a crime) has been established, for the evidence to

F. POST-EXPULSION HEARING PROCEDURES

If the expulsion hearing is for any of the following offenses:

- Selling, or otherwise furnishing a firearm (§ 48915 (c)(1));
- Brandishing a knife at another person (§ 48915 (c)(2));
- Unlawfully selling any controlled substance (§ 48915 (c)(3));
- Committing or attempting to commit a sexual assault or committing a sexual battery (§48915 (c)(4), Stats. 1996, ch. 1052, operative Jan. 1, 1997);

Then the following activities pursuant to sections 48915 and 48918 are reimbursable:

1. Expulsion Order

Issuing the expulsion order. (§ 48915 (d).)

2. Parent Notice

Sending written notice to the pupil or the pupil's parent or guardian of: (a) any decision by the governing board to expel or suspend the enforcement of an expulsion order during a period of probation; (b) the right to appeal the expulsion to the county board of education; (c) the education alternative placement at the time of the expulsion order; and (d) the obligation of the pupil, parent or guardian under Education Code section 48915.1 to notify a new school district, upon enrollment, of the pupil's expulsion. Costs of postage for mailing the notice is reimbursable under this activity. (§ 48918 (j).)

3. Pupil Records

- (a) Maintaining a record of the expulsion, including the cause of the expulsion. (§ 48918 (k).)
- (b) Recording the expulsion order and the cause of the expulsion in the pupil's mandatory interim record. (§ 48918 (k).)
- (c) Forwarding the pupil's mandatory interim record to any school in which the pupil subsequently enrolls upon the request of such school. (§ 48918 (k).)

be admitted subject to the governing board or defendant's motion to strike that evidence from the record if the corpus delicti is not later established by the testimony of the prosecuting witness.

G. REFER PUPIL TO DIFFERENT SCHOOLSITE, REHABILITATION PLAN, AND ALTERNATIVE EDUCATIONAL PROGRAM

When the pupil is expelled for one of the following offenses:

- Possessing, selling, or otherwise furnishing a firearm (§ 48915 (c)(1));
- Brandishing a knife at another person (§ 48915 (c)(2));
- Unlawfully selling any controlled substance (§ 48915 (c)(3));
- Committing or attempting to commit a sexual assault or committing a sexual battery. (§48915 (c)(4), Stats. 1996, ch. 1052, operative Jan. 1, 1997);
- Possession of an explosive at school or at a school activity off school grounds (§ 48915 (c)(5), Stats., ch. 116, eff. Jan. 1, 2002);

Then the following activities pursuant to sections 48915, 48916, and 48916.1 are reimbursable:

1. Refer to Alternative Education Program During Period of Expulsion

Refer the expelled pupil to a program of study that meets the following criteria:

(1) is appropriately prepared to accommodate pupils who exhibit discipline problems; (2) is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school; and (3) is not housed at the schoolsite attended by the pupil at the time of suspension. (§ 48915 (d), Stats. 1995, ch. 972.)

2. Rehabilitation Plan

Recommend a rehabilitation plan for the pupil, at the time of the expulsion order. (§ 48916 (b), Stats. 1995, ch. 974, operative July 1, 1996.)

3. Ensure that Alternative Educational Program is Provided for Period of Expulsion

Ensure that an educational program is provided to the pupil who is subject to the expulsion order for the period of the expulsion. The educational program may be operated by the school district, the county superintendent of schools, or a consortium of districts or in joint agreement with the county superintendent of schools. The educational program may not be situated within or on the grounds of the school from which the pupil was expelled (§ 48916.1, Stats. 1995, ch. 974, operative July 1, 1996.) State attendance-based funding or other state or federal sources of funding for these programs are identified as an offset in Section VIII of these parameters and guidelines to the reimbursable costs of ensuring that an alternative educational program is provided.

H. READMISSION TO THE DISTRICT

If the governing board expelled a pupil for any of the following offenses:

- Selling or otherwise furnishing a firearm (§ 48915 (c)(1));
- Brandishing a knife at another person (§ 48915 (c)(2));

- Unlawfully selling any controlled substance (§ 48915 (c)(3));
- Committing or attempting to commit a sexual assault or committing a sexual battery. (§ 48915 (c)(4), Stats. 1996, ch. 1052, operative Jan. 1, 1997);
- Possession of an explosive at school or at a school activity off school grounds (§ 48915 (c)(5), Stats., ch. 116, eff. Jan. 1, 2002);

Then the following activities pursuant to section 48916 are reimbursable:

1. Set a date when the pupil may apply for readmission to a school maintained by the district. (§ 48916(a).);
2. Provide a description of the procedure for readmission to the pupil and the pupil's parent or guardian. (§ 48916.)
3. Review the pupil for readmission.
 - (a) Order the expelled pupil's readmission or making a finding to deny readmission if the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or to other pupils or employees of the school district. (§ 48916 (c), Stats. 1995, ch. 974.)
 - (b) If readmission is denied, the governing board does the following:
 - (1) Makes the determination to either continue the placement of the expelled pupil in the alternative education program, or to place the pupil in another program that may include, but need not be limited to, serving expelled pupils, including placement in a county community school. (§ 48916 (d).)
 - (2) Provides written notice to the expelled pupil and the pupil's parent or guardian describing the reasons for denying readmission to the regular school program. The written notice shall include the determination of the alternative education program for the expelled pupil. (§ 48916 (e).)

I. EXPELLED PUPIL'S REQUEST TO ATTEND NEW DISTRICT

RECEIVING DISTRICT ACTIVITIES pursuant to section 48915.2:

If a pupil applying to a school district that did not expel the pupil (the "receiving school district") has been expelled by another school district for one of the following most serious offenses:

- Unlawful possession of any controlled substance, including the first offense for selling not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, as defined (§ 48915 (a)(3), Stats. 1995 ch. 972);
- Possessing, selling, or otherwise furnishing a firearm without permission, as specified, if the possession is verified by an employee of a school district (§ 48915 (c)(1));
- Brandishing a knife at another person (§ 48915 (c)(2));

- Committing or attempting to commit a sexual assault, as defined, or committing a sexual battery, as defined (§ 48900 (n) & 48915 (c)(4) & (d), Stats. 1996, chs. 915 and 1052);
- Possession of an explosive at school or at a school activity off school grounds (§ 48915 (c)(5), Stats., ch. 116, eff. Jan. 1, 2002);

And the receiving school district does not have a voluntary interdistrict transfer agreement with the expelling district, then the receiving district's admission hearing is reimbursable as follows:

Before allowing the expelled pupil to enroll, determination by the governing board pursuant to a hearing under section 48918, whether an individual expelled from another school poses a danger to either the pupils or employees of the school district. (§ 48915.2, (b), Stats. 1995, ch. 974)

J. EXPULSION APPEAL HEARINGS

County Boards of Education (for expulsion appeals for *all offenses*)

Remanding an expulsion decision to a school district for adoption of the required findings if the school district's decision is not supported by the findings required by section 48915, but evidence supporting the required findings exists in the record of the proceedings. (§ 48923 (b), Stats. 2000, ch. 147)

School Districts

If the governing board expelled a pupil for any of the following:

- Selling or otherwise furnishing a firearm § 48915 (c)(1);
- Brandishing a knife at another person (§ 48915 (c)(2));
- Unlawfully selling any controlled substance (§ 48915 (c)(3));
- Committing or attempting to commit a sexual assault or committing a sexual battery. (§48915 (c)(4), Stats. 1996, ch. 1052);
- Possession of an explosive at school or at a school activity off school grounds (§ 48915 (c)(5), Stats., ch. 116, eff. Jan. 1, 2002);

Then the following activities are reimbursable:

1. Providing Copies of Documents

- (a) Providing copies of supporting documents and records from the district's expulsion hearing (other than the transcript) to a pupil who is less than 18 years of age. (§ 48919.)
- (b) Providing copies of supporting documents and records from the district's expulsion hearing (other than the transcript) to a pupil who is 18 years of age or older, or to the parent or guardian of a pupil who is less than 18 years of age, if the documents or records are not "education records" as defined in 20 U.S.C. section 1232g(a)(4). (§ 48919.)

2. Participation in Hearings

Participation by a school district in the county board of education's hearing on appeal if the county board of education grants a hearing de novo. (§ 48919.)

3. Remand Hearing

If the county board of education remanded the expulsion to the school district's governing board following an appeal, sending notice of the hearing, conducting a hearing on remand, and rendering a decision in the remand hearing. (§ 48923.)

If following an appeal, the county board of education remanded the expulsion to the governing board, then:

- (a) Providing notice to the pupil or the pupil's parent or guardian of the following: the expulsion decision, the right to appeal to the county board, the education alternative placement to be provided during the expulsion, and the obligation of the parent or guardian to inform a new school district in which the pupil may enroll of the pupil's expulsion; and maintain a record of each expulsion and the cause therefor.
- (b) Adopting the required findings on remand from the county board of education in a public session. (Holding a hearing is not reimbursable.) (§ 48923 (b), Stats. 2000, ch. 147.)

4. Expunge Records

Expunge the school district's and pupil's records concerning the expulsion, when ordered by the county board of education. (§ 48923.)

K. SCHOOL DISTRICT DATA COLLECTION AND REPORTING

If the governing board expelled a pupil for any of the following offenses:

- Selling, or otherwise furnishing a firearm (§ 48915 (c)(1));
- Brandishing a knife at another person (§ 48915 (c)(2));
- Unlawfully selling any controlled substance (§ 48915 (c)(3));
- Committing or attempting to commit a sexual assault or committing a sexual battery (§48915 (c)(4), Stats. 1996, ch. 1052);
- Possession of an explosive at school or at a school activity off school grounds (§ 48915 (c)(5), Stats., ch. 116, eff. Jan. 1, 2002);

Then the following activities are reimbursable until January 7, 2002:

Maintain data on the following and report it to the California Department of Education (CDE):

- a. The number of pupils recommended for expulsion;
- b. The grounds for each recommended expulsion;

- c. Whether the pupil was subsequently expelled;
- d. Whether the expulsion order was suspended;
- e. The type of referral made after the expulsion; and
- f. The disposition of the pupil after the end of the period of expulsion. (§ 48916.1 (e)(1), Stats. 1996, ch. 937.)

Beginning January 8, 2002, it is reimbursable for the school district to maintain data on the following and report it to CDE for pupils expelled for the offenses listed above (section 48915 (c)):

- a. Whether the expulsion order was suspended;
- b. The type of referral made after the expulsion; and
- c. The disposition of the pupil after the end of the period of expulsion. (§ 48916.1 (e), Stats. 1996, ch. 937.)

L. TRAINING

Training school district personnel (one-time per employee) about the mandated suspension, expulsion, and expulsion appeal activities. This reimbursable component includes the labor time of administrators and other school district personnel involved with preparation of training sessions and the labor time of administrators and other school district personnel who conduct or attend training sessions. Labor time for teachers is not reimbursable. The cost of materials and supplies used or distributed in training sessions is reimbursable under this component.

V. CLAIM PREPARATION AND SUBMISSION FOR ACTUAL COSTS

Each of the following cost elements must be identified for each reimbursable activity identified in Section IV, Reimbursable Activities, of this document. Each claimed reimbursable cost must be supported by source documentation as described in Section IV. Additionally, each reimbursement claim must be filed in a timely manner.

A. Direct Cost Reporting

Direct costs are those costs incurred specifically for the reimbursable activities. The following direct costs are eligible for reimbursement.

1. Salaries and Benefits

Report each employee implementing the reimbursable activities by name, job classification, and productive hourly rate (total wages and related benefits divided by productive hours). Describe the specific reimbursable activities performed and the hours devoted to each reimbursable activity performed.

2. Materials and Supplies

Report the cost of materials and supplies that have been consumed or expended for the purpose of the reimbursable activities. Purchases shall be claimed at the actual price after deducting discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged on an appropriate and recognized method of costing, consistently applied.

3. Contracted Services

Report the name of the contractor and services performed to implement the reimbursable activities. Attach a copy of the contract to the claim. If the contractor bills for time and materials, report the number of hours spent on the activities and all costs charged. If the contract is a fixed price, report the dates when services were performed and itemize all costs for those services.

4. Fixed Assets

Report the purchase price paid for fixed assets (including computers) necessary to implement the reimbursable activities. The purchase price includes taxes, delivery costs, and installation costs. If the fixed asset is also used for purposes other than the reimbursable activities, only the pro-rata portion of the purchase price used to implement the reimbursable activities can be claimed.

5. Travel

Report the name of the employee traveling for the purpose of the reimbursable activities. Include the date of travel, destination point, the specific reimbursable activity requiring travel, and related travel expenses reimbursed to the employee in compliance with the rules of the local jurisdiction. Report employee travel time according to the rules of the cost element A.1, Salaries and Benefits, for each applicable reimbursable activity.

6. Training

Report the cost of training an employee to perform the reimbursable activities, as specified in Section IV of this document. Report the name and job classification of each employee preparing for, attending, and/or conducting training necessary to implement the reimbursable activities. Provide the title, subject, and purpose (related to the mandate of the training session), dates attended, and location. If the training encompasses subjects broader than the reimbursable activities, only the pro-rata portion can be claimed. Report employee training time for each applicable reimbursable activity according to the rules of cost element A.1, Salaries and Benefits, and A.2, Materials and Supplies. Report the cost of consultants who conduct the training according to the rules of cost element A.3, Contracted Services.

B. Indirect Cost Rates

Indirect costs are costs that have been incurred for a common or joint purpose. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost

objective. After direct costs have been determined and assigned to other activities, as appropriate, indirect costs are those remaining to be allocated to benefited cost objectives.

Indirect costs include: (a) the indirect costs originating in each department or agency of the governmental unit carrying out state mandated programs, and (b) the costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

School districts and county offices of education must use the California Department of Education approved indirect cost rate for the year that funds are expended.

VI. CLAIM PREPARATION AND SUBMISSION: REASONABLE REIMBURSEMENT METHODOLOGY

The Commission is adopting a *reasonable reimbursement methodology* to reimburse school districts for all direct and indirect costs, as authorized by Government Code section 17557, subdivision (b), *in lieu of payment of total actual costs incurred for the reimbursable activities specified in Section IV.D.3 above.*

A. Reasonable Reimbursement Methodology

The definition of reasonable reimbursement methodology is in Government Code section 17518.5, as follows:

Government Code Section 17518.5

- (a) *Reasonable reimbursement methodology* means a formula for reimbursing local agency and school district costs mandated by the state that meets the following conditions:
 - (1) the total amount to be reimbursed statewide is equivalent to total estimated local agency and school district costs to implement the mandate in a cost-efficient manner.
 - (2) for 50 percent or more of eligible local agency and school district claimants, the amount reimbursed is estimated to fully offset their projected costs to implement the mandate in a cost-efficient manner.
- (b) Whenever possible, a *reasonable reimbursement methodology* shall be based on general allocation formulas, uniform cost allowances, and other approximations of local costs mandated by the state rather than detailed documentation of actual local costs. In cases when local agencies and school districts are projected to incur costs to implement a mandate over a period of more than one fiscal year, the determination of a reasonable reimbursement methodology may consider local costs and state reimbursements over a period of greater than one fiscal year, but not exceeding 10 years.
- (c) A reasonable reimbursement methodology may be developed by any of the following:

- (1) The Department of Finance.
- (2) The Controller.
- (3) An affected state agency.
- (4) A claimant.
- (5) An interested party.

B. Uniform Cost Allowances and Formula for Reimbursable Activities

The *reasonable reimbursement methodology* shall consist of uniform cost allowances to cover all direct and indirect costs of performing activities in Section IV.D.3 and applied to a formula for calculating claimable costs.

1. The uniform cost allowances for reimbursement of activities in Section IV.D.3 are as follows:

Reimbursable Component	Uniform Cost Allowance
IV.D.3 (a) Hearing Preparation	\$115.72
IV.D.3 (b). Hearing	\$144.58
IV.D.3 (c) Written Expulsion Recommendation to the Governing Board	\$171.00
IV.D.3 (d) Hearing Record	\$1.47
Total	\$432.77

The uniform cost allowances shall be adjusted each subsequent year by the Implicit Price Deflator. The State Controller's Office will provide the correct uniform cost allowance for each fiscal year with each year's claiming instructions.

2. Formula

Reimbursement of Activities IV.D.3 (a) – (d) is determined by multiplying the uniform cost allowance for the appropriate fiscal year by the number of mandatory recommendations for expulsion that resulted in expulsion hearings. If a hearing does not result, claimant may claim increased costs incurred for Section IV.D.3 (a), Preparation for Expulsion Hearing.

VII. RECORD RETENTION

A. Actual Costs and Reasonable Reimbursement Methodology

Pursuant to Government Code section 17558.5, subdivision (a), a reimbursement claim for actual costs filed by a school district pursuant to this chapter⁶ is subject to the initiation of an audit by

⁶ This refers to Title 2, division 4, part 7, chapter 4 of the Government Code.

the State Controller no later than three years after the date that the actual reimbursement claim is filed or last amended, whichever is later. However, if no funds are appropriated or no payment is made to a claimant for the program for the fiscal year for which the claim is filed, the time for the Controller to initiate an audit shall commence to run from the date of initial payment of the claim. In any case, an audit shall be completed not later than two years after the date that the audit is commenced. All documentation used to support the reimbursable activities, as described in Section V, must be retained during the period subject to audit. If an audit has been initiated by the Controller during the period subject to audit, the retention period is extended until the ultimate resolution of any audit findings.

VIII. OFFSETTING REVENUES AND REIMBURSEMENTS

Any offsetting revenues the claimant experiences in the same program as a result of the same statutes or executive orders found to contain the mandate shall be deducted from the costs claimed. In addition, reimbursement for this mandate from any source, including but not limited to, state attendance-based funding or other state or federal sources of funding for the costs of ensuring that an alternative educational program is provided to an expelled pupil, as described in Section IV(G)(3) of these parameters and guidelines; and other state and federal funds for the costs of the remaining activities identified in Section IV of these parameters and guidelines, shall be identified and deducted from this claim.

IX. STATE CONTROLLER'S CLAIMING INSTRUCTIONS

Pursuant to Government Code section 17558, subdivision (b), the Controller shall issue claiming instructions for each mandate that requires state reimbursement no later than 60 days after receiving the adopted parameters and guidelines from the Commission, to assist school districts in claiming costs to be reimbursed. The claiming instructions shall be derived from the statute, regulations, or executive order creating the mandate and the parameters and guidelines adopted by the Commission.

Pursuant to Government Code section 17561, subdivision (d)(1), issuance of the claiming instructions shall constitute notice of the right of school districts to file reimbursement claims, based upon parameters and guidelines adopted by the Commission.

X. REMEDIES BEFORE THE COMMISSION

Upon request of a school district, the Commission shall review the claiming instructions issued by the State Controller or any other authorized state agency for reimbursement of mandated costs pursuant to Government Code section 17571. If the Commission determines that the claiming instructions do not conform to the parameters and guidelines, the Commission shall direct the Controller to modify the claiming instructions and the Controller shall modify the claiming instructions to conform to the parameters and guidelines as directed by the Commission.

In addition, requests may be made to amend parameters and guidelines pursuant to Government Code section 17557, subdivision (d), and California Code of Regulations, title 2, section 1183.2.

XI. LEGAL AND FACTUAL BASIS FOR THE PARAMETERS AND GUIDELINES

The statement of decision on *Pupil Expulsions II*, *Pupil Suspensions II*, and *Educational Services Plan* is legally binding on all parties and provides the legal and factual basis for the parameters and guidelines. The support for the legal and factual findings is found in the administrative record for the test claims. The administrative record, including the statement of decision, is on file with the Commission.

PUPIL EXPULSIONS II, PUPIL SUSPENSIONS II, AND EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS CLAIM FOR PAYMENT			For State Controller Use Only (19) Program Number 00329 (20) Date Filed (21) LRS Input	PROGRAM <div style="font-size: 2em; font-weight: bold;">329</div>
(01) Claimant Identification Number			Reimbursement Claim Data	
(02) Claimant Name			(22) FORM 1A, (04)(A)(f)	
County of Location			(23) FORM 1A, (04)(B)(f)	
Street Address or P.O. Box		Suite	(24) FORM 1A, (04)(C)(f)	
City	State	Zip Code	(25) FORM 1A, (04)(D)(f)	
		Type of Claim	(26) FORM 1A, (04)(E)(f)	
		(03) (09) Reimbursement <input type="checkbox"/>	(27) FORM 1A, (04)(F)(f)	
		(04) (10) Combined <input type="checkbox"/>	(28) FORM 1A, (04)(G)(f)	
		(05) (11) Amended <input type="checkbox"/>	(29) FORM 1A, (04)(H)(f)	
Fiscal Year of Cost		(06)	(12)	(30) FORM 1A, (04)(I)(f)
Total Claimed Amount		(07)	(13)	(31) FORM 1A, (04)(J)(f)
Less: 10% Late Penalty (refer to attached Instructions)			(14)	(32) FORM 1A, (04)(K)(f)
Less: Prior Claim Payment Received			(15)	(33) FORM 1A, (04)(L)(f)
Net Claimed Amount			(16)	(34) FORM 1A, (06)
Due from State	(08)	(17)	(35) FORM 1A, (07)	
Due to State		(18)	(36) FORM 1A, (10)	
(37) CERTIFICATION OF CLAIM <p>In accordance with the provisions of Government Code Sections 17560 and 17561, I certify that I am the officer authorized by the school district or county office of education to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Article 4, Chapter 1 of Division 4 of Title 1 of the Government Code.</p> <p>I further certify that there was no application other than from the claimant, nor any grant(s) or payment(s) received, for reimbursement of costs claimed herein; claimed costs are for a new program or increased level of services of an existing program; and claimed amounts do not include charter school costs, either directly or through a third party. All offsetting revenues and reimbursements set forth in the parameters and guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.</p> <p>The amount for this reimbursement is hereby claimed from the State for payment of actual costs set forth on the attached statements.</p> <p>I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <div style="display: flex; justify-content: space-between;"> <div> Signature of Authorized Officer _____ _____ Type or Print Name and Title of Authorized Signatory </div> <div> Date Signed _____ Telephone Number _____ E-mail Address _____ </div> </div> <div style="display: flex; justify-content: space-between;"> <div> (38) Name of Agency Contact Person for Claim _____ Name of Consulting Firm / Claim Preparer _____ </div> <div> Telephone Number _____ E-mail Address _____ Telephone Number _____ E-mail Address _____ </div> </div>				

PROGRAM
329

**PUPIL EXPULSIONS II, PUPIL SUSPENSIONS II, AND
EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS
CLAIM FOR PAYMENT
INSTRUCTIONS**

FORM
FAM-27

- (01) Enter the claimant identification number assigned by the State Controller's Office.
- (02) Enter claimant official name, county of location, street or postal office box address, city, State, and zip code.
- (03) to (08) Leave blank.
- (09) If filing a reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing a combined reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended reimbursement claim, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate Form FAM-27 for each fiscal year.
- (13) Enter the amount of the reimbursement claim as shown in the attached Form-1B line (09). The total claimed amount must exceed \$1,000; minimum claim must be \$1,001.
- (14) Initial claims must be filed as specified in the claiming instructions. Annual reimbursement claims must be filed by **February 15** of the following fiscal year in which costs were incurred or the claims must be reduced by a late penalty. Enter zero if the claim was filed on time. Otherwise, enter the penalty amount as a result of the calculation formula as follows:
- Late Initial Claims: Form FAM-27 line(13) multiplied by 10%, without limitation; or
 - Late Annual Reimbursement Claims: Form FAM-27, line (13) multiplied by 10%, late penalty not to exceed \$10,000.
- (15) Enter the amount of payment, if any, received for the claim. If no payment was received, enter zero.
- (16) Enter the net claimed amount by subtracting the sum of lines (14) and (15) from line (13).
- (17) If line (16), Net Claimed Amount, is positive, enter that amount on line (17), Due from State.
- (18) If line (16), Net Claimed Amount, is negative, enter that amount on line (18), Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Bring forward the cost information as specified on the left-hand column of lines (22) through (36) for the reimbursement claim, e.g., Form-1A, (04)(A)(f), means the information is located on Form-1A, line (04)(A), column (f). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 7.548% should be shown as 8. **Completion of this data block will expedite the process.**
- (37) Read the statement of Certification of Claim. The claim must be dated, signed by the agency's authorized officer, and must type or print name, title, date signed, telephone number and e-mail address. **Claims cannot be paid unless accompanied by an original signed certification. (Please sign the Form FAM-27 with blue ink and attach the copy to the top of the claim package.)**
- (38) Enter the name, telephone number, and e-mail address of the agency contact person for the claim. If claim was prepared by a consultant, type or print the name of the consulting firm, the claim preparer, telephone number, and e-mail address.

SUBMIT A SIGNED ORIGINAL FORM FAM-27 AND ONE COPY WITH ALL OTHER FORMS TO:

Address, if delivered by U.S. Postal Service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
P.O. Box 942850
Sacramento, CA 94250**

Address, if delivered by other delivery service:

**OFFICE OF THE STATE CONTROLLER
ATTN: Local Reimbursements Section
Division of Accounting and Reporting
3301 C Street, Suite 700
Sacramento, CA 95816**

PROGRAM 329	PUPIL EXPULSIONS II, PUPIL SUSPENSIONS II, AND EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS CLAIM SUMMARY FOR ACTUAL COST METHOD					FORM 1A	
(01) Claimant				(02)		Fiscal Year 20 __/20__	
Claim Statistics							
(03) (a) Number of students expelled in the fiscal year of claim							
(b) Number of students suspended in the fiscal year of claim							
(c) Number of educational services plan for expelled pupils in the fiscal year of claim							
Direct Costs		Object Accounts					
(04) Reimbursable Activities: Actual Costs		(a) Salaries and Benefits	(b) Materials and Supplies	(c) Contract Services	(d) Fixed Assets	(e) Travel and Training	(f) Total
Activities claimed under Statutes 2001, chapter 116, are reimbursable beginning January 1, 2002.							
One-Time Activities							
(Costs must not have been claimed in a prior fiscal year under one of the sets of Parameters and Guidelines adopted for this program.)							
A. Adopt Policies, Procedures and Revise Notification							
On-going Activities							
B. Pupil Suspensions							
C. Recommendation for Expulsion							
D. Expulsion Hearing Procedural Requirements							
E. Expulsion Hearing Procedures for Sexual Assault or Sexual Battery Allegations							
F. Post-Expulsion Hearing Procedures							
G. Refer Expelled Pupil to Different School Site, Rehabilitation Plan, and Alternative Educational Program							
H. Readmission to the District							
I. Expelled Pupil's Request to Attend a New District							
J. Expulsion Appeal Hearings							
K. School District Data Collection and Reporting							
L. Training (one-time per employee)							
(05) Total Direct Costs							
Indirect Costs							
(06) Indirect Cost Rate [Refer to Claim Summary Instructions]						%	
(07) Total Indirect Costs [Line (05)(f) – line (05)(d) – \$ <input type="text"/>] x line (06)							
(08) Total Direct and Indirect Costs [Line (05)(f) + line (07)]							
Cost Reduction							
(09) Less: Offsetting Revenues							
(10) Less: Other Reimbursements							
(11) Total [Line (08) - (line (09) + line (10))] [Carry forward to Form 1B, line (08)]							

PROGRAM 329	PUPIL EXPULSIONS II, PUPIL SUSPENSIONS II, AND EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS CLAIM SUMMARY FOR ACTUAL COST METHOD INSTRUCTIONS	FORM 1A
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) (a) Enter the number of students who were expelled in the fiscal year of claim.
- (b) Enter the number of students who were suspended in the fiscal year of claim.
- (c) Enter the number of educational services plan for expelled pupils in the fiscal year of claim.
- (04) For each reimbursable activity, enter the total from Form 2A, line (05), columns (d) through (h) to Form 1, block (04), columns (a) through (e) in the appropriate row. Total each row.
- (05) Total columns (a) through (f).
- (06) School districts must use the California Department of Education approved indirect cost rate for the year that funds are expended.
- (07) From the Total Direct Costs, line (05)(f), deduct Total Fixed Assets, line (05)(d) and any other item excluded from indirect cost distribution base in accordance with CSAM Procedure 915. Enter zero if there are no exclusions.
- (08) Enter the sum of Total Direct Costs, line (05)(f), and Total Indirect Costs, line (07).
- (09) If applicable, enter any revenue received by the claimant for this mandate from any state or federal source.
- (10) If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, that reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) From Total Direct and Indirect Costs, line (08), subtract the sum of Offsetting Revenues, line (09), and Other Reimbursements, line (10). Enter the remainder on this line and carry the amount forward to Form 1B, line (08).

PROGRAM 329	PUPIL EXPULSIONS II, PUPIL SUSPENSIONS II AND EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS CLAIM SUMMARY FOR REASONABLE REIMBURSEMENT METHODOLOGY (RRM)				FORM 1B
(01) Claimant			(02) Fiscal Year 20____/20____		
(03) Claim Statistics					
(a) Number of mandatory recommendations for expulsion that resulted in expulsion hearings					
(b) Number of mandatory recommendations for expulsion that did not result in expulsion hearings					
(c) Total Claim Statistics					
(04) Reasonable Reimbursement Methodology: Unit Cost Rate If a hearing does not result, Hearing Preparation, column (04) (a), may be claimed.					
(a) Hearing Preparation P's & G's § IV. D.3(a) Rate for 20____-____ FY	(b) Expulsion Hearing P's & G's § IV. D. 3(b) Rate for 20____-____ FY	(c) Written Expulsion Recommendation to the Governing Board P's & G's § IV. D. 3(c) Rate for 20____-____ FY	(d) Hearing Record P's & G's § IV. D. 3(d) Rate for 20____-____ FY	(e) Total	
See Instructions for Unit Cost Rate					(03)(c) x (04)(a)
	See Instructions for Unit Cost Rate				(03)(a) x (04)(b)
		See Instructions for Unit Cost Rate			(03)(a) x (04)(c)
			See Instructions for Unit Cost Rate		(03)(a) x (04)(d)
(05) Total Cost					
Cost Reduction					
(06) Less: Offsetting Revenues					
(07) Less: Other Reimbursements					
(08) Total from Form 1A, line (11)					
(09) Total Claimed Amount [Line (05)(e) – line (06) – Line (07) + line (08)]					

PROGRAM
329

**PUPIL EXPULSIONS II, PUPIL SUSPENSIONS II AND
EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS
CLAIM SUMMARY FOR REASONABLE REIMBURSEMENT METHODOLOGY
INSTRUCTIONS**

FORM
1B

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year of costs.
- (03) (a) Enter the number of mandatory recommendations for expulsion that resulted in expulsion hearings during the fiscal year of claim.
- (b) Enter the number of mandatory recommendations for expulsion that did not result in expulsion hearings during the fiscal year of claim.
- (c) Enter the sum of line (03)(a) and line (03)(b).
- (04) Enter the fiscal year and unit cost rate.

Fiscal Year	(a) Hearing Preparation	(b) Expulsion Hearing	(c) Written Expulsion Recommendation to the Governing Board	(d) Hearing Record
2001-02	\$135.48	\$169.27	\$200.20	\$1.73
2002-03	\$140.30	\$175.30	\$207.33	\$1.79
2003-04	\$144.52	\$180.56	\$213.55	\$1.84
2004-05	\$150.77	\$188.37	\$222.79	\$1.92
2005-06	\$157.00	\$196.16	\$232.00	\$2.00
2006-07	\$164.89	\$206.01	\$243.66	\$2.10
2007-08	\$174.67	\$218.23	\$258.11	\$2.23
2008-09	\$179.08	\$223.74	\$264.62	\$2.28
2009-10	\$180.10	\$225.02	\$266.13	\$2.29
2010-11	\$184.31	\$230.28	\$272.35	\$2.35
2011-12	\$190.54	\$238.06	\$281.55	\$2.43

- (05) Enter the total of column (e).
- (06) If applicable, enter any revenue received by the claimant for this mandate from any state or federal source. If the revenues were already deducted on Form 1A, it may not be deducted here.
- (07) If applicable, enter the amount of other reimbursements received from any source including, but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts. If other reimbursements were already deducted on Form 1A, it may not be deducted here.
- (08) Enter the total brought forward from Form 1A, line (11).
- (09) Total Claimed Amount. Subtract the sum of Offsetting Revenues, line (06), and Other Reimbursements, line (07), from Total Cost, line (05)(e) and add the total transferred from Form 1A, and carry the amount forward to Form FAM-27, line (13) for the Reimbursement Claim.

PROGRAM
329

**PUPIL EXPULSIONS II, SUSPENSIONS II AND
EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS
ACTIVITY COST DETAIL FOR ACTUAL COST METHOD**

FORM
2A

(01) Claimant

(02)

Fiscal Year

20__/20__

(03) Reimbursable Activities: Check only one box per form to identify the activity being claimed.

One-Time Activities
☐ Adopt Policies, Procedures and Revise Notification
On-going Activities
☐ Pupil Suspensions

☐ Readmission to the District

☐ Recommendation for Expulsion

☐ Expelled Pupil's Request to Attend a New District

☐ Expulsion Hearing Procedural Requirements

☐ Expulsion Appeal Hearings

☐ Expulsion Hearing Procedures for Sexual Assault or
Sexual Battery Allegations

☐ School District Data Collection and Reporting

☐ Post-Expulsion Hearing Procedures

☐ Training (one-time per employee)

☐ Refer Expelled Pupil to Different School Site,
Rehabilitation Plan, and Alternative Educational
Program
(04) Description of Expenses**Object Accounts**

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contract Services	(g) Fixed Assets	(h) Travel and Training

(05) Total ☐ Subtotal ☐ Page: ____ of ____

PROGRAM 329	PUPIL EXPULSIONS II, SUSPENSIONS II AND EDUCATIONAL SERVICES PLAN FOR EXPELLED PUPILS ACTIVITY COST DETAIL FOR ACTUAL COST METHOD INSTRUCTIONS	FORM 2A
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- (01) Enter the name of the claimant.
- (02) Enter the fiscal year for which costs were incurred.
- (03) Check the box which indicates the activity being claimed. Check only one box per form. A separate form 2 must be prepared for each applicable component.
- (04) The following table identifies the type of information required to support reimbursable costs. To detail costs for the activity box checked in block (03), enter the employee names, position titles, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, and travel expenses. **The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed.** For audit purposes, all supporting documents must be retained by the claimant for a period of not less than three years after the date the claim was filed or last amended, whichever is later. If no funds were appropriated and no payment was made at the time the claim was filed, the time for the Controller to initiate an audit will be from the date of initial payment of the claim. Such documents must be made available to the SCO on request.

Object/ Sub object Accounts	Columns								Submit supporting documents with the claim
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
Salaries and Benefits	Employee Name and Title	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours Worked					
	Activities Performed	Benefit Rate		Benefits = Benefit Rate x Salaries					
Materials and Supplies	Description of Supplies Used	Unit Cost	Quantity Used		Cost = Unit Cost x Quantity Used				
Contract Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Cost=Hourly Rate x Hours Worked or Total Contract Cost			Copy of Contract and Invoices
Fixed Assets	Description of Equipment Purchased	Unit Cost	Usage				Cost= Unit Cost x Usage		
Travel and Training	Purpose of Trip Name and Title Departure and Return Date	Per Diem Rate Mileage Rate Travel Cost	Days Miles Travel Mode					Total Travel Cost = Rate x Days or Miles	
	Employee Name and Title Name of Class		Dates Attended					Registration Fee	

- (05) Total line (04), columns (d) through (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed to detail the activity costs, number each page. Enter totals from line (05), columns (d) through (h) to Form 1A, block (04), columns (a) through (e) in the appropriate row.